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From: Zenick, Elliott
Sent: Wed 10/28/2015 6:43:17 PM
Subject: RE: Uintah & Ouray Indian Reservation Uinta Basin FIP

You do need to upload but not as a new version. Sharepoint will keep track of that. You should save frequently but so others will see your edits and you can see theirs but I have not had version control issues.

From: Smith, Claudia
Sent: Wednesday, October 28, 2015 2:39 PM
To: Beeler, Cindy <Beeler.Cindy@epa.gov>; Boydston, Michael <Boydston.Michael@epa.gov>; Daly, Carl <Daly.Carl@epa.gov>; Dresser, Chris <Dresser.Chris@epa.gov>; Gilbert, Alexas <Gilbert.Alexas@epa.gov>; Macpherson, Alex <Macpherson.Alex@epa.gov>; Matsumoto, Kimi <Matsumoto.Kimi@epa.gov>; Mckelvey, Laura <Mckelvey.Laura@epa.gov>; Moore, Bruce <Moore.Bruce@epa.gov>; Morales, Monica <Morales.Monica@epa.gov>; Nizich, Greg <Nizich.Greg@epa.gov>; North, Alexis <North.Alexis@epa.gov>; Okubo, Noreen <Okubo.Noreen@epa.gov>; Ostendorf, Jody <ostendorf.jody@epa.gov>; Parker-Christensen, Victoria <Parker-Christensen.Victoria@epa.gov>; Rothery, Deirdre <Rothery.Deirdre@epa.gov>; Siegal, Tod <Siegal.Tod@epa.gov>; Siffring, Stuart <Siffring.Stuart@epa.gov>; Simons, Andrew <Simons.Andrew@epa.gov>; Stoneman, Chris <Stoneman.Chris@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Tonnesen, Gail <Tonnesen.Gail@epa.gov>; Varilek, Kimberly <Varilek.Kimberly@epa.gov>; Vetter, Cheryl <Vetter.Cheryl@epa.gov>; Vetter, Rick <Vetter.Rick@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>
Subject: RE: Uintah & Ouray Indian Reservation Uinta Basin FIP
Importance: High

An update from Eliot Zenick:

“We had a lot of success with the full version of word when we were doing the RTC for the CPP. As long as everyone stayed on line multiple people could edit and it would lock a section

of the document if someone was working on it.”

Thanks, Eliot, I was under the impression that the full version you had to re-upload your version as a new version when you were done, but sounds like I was wrong, so let's all try the full version and then maybe you will be able to visibly track text changes.

Claudia

From: Smith, Claudia

Sent: Wednesday, October 28, 2015 12:32 PM

To: Beeler, Cindy; Boydston, Michael; Daly, Carl; Dresser, Chris; Gilbert, Alexas; Macpherson, Alex; Matsumoto, Kimi; Mckelvey, Laura; Moore, Bruce; Morales, Monica; Nizich, Greg; North, Alexis; Okubo, Noreen; Ostendorf, Jody; Parker-Christensen, Victoria; Rothery, Deirdre; Siegal, Tod; Siffring, Stuart; Simons, Andrew; Smith, Claudia; Stoneman, Chris; Sutin, Elyana; Tonnesen, Gail; Varilek, Kimberly; Vetter, Cheryl; Vetter, Rick; Zenick, Elliott

Subject: Uintah & Ouray Indian Reservation Uinta Basin FIP

All,

Some folks have started reviewing the documents and asked me some questions, so I thought it would be useful to provide some guidance for everyone. It would be best when you open the document for review, under Edit in top right corner, you select the option to edit in Word Online, rather than the full version of Word. This is the best option for version control, as any changes are automatically saved every few seconds, so everyone is looking at the most current version, and multiple people are supposedly allowed to edit at the same time. We have not yet tested that in the rare case that two people might be trying to edit the same sentence or word at the same time, but that would be an interesting experiment. The drawback to that is you do not have the track changes option in Word Online, so I will not be able to see changes that were made to the text and who made them, but it is a much less cumbersome option than trying to incorporate multiple commented versions into the master later. You still have the option in Word Online to add comments in bubbles, where I will be able to see the author, so I would suggest overarching narrative comments and questions be inserted that way. You could even make bubble comments saying that you made revisions to a paragraph or section's text and generally summarize the changes. When everyone is done, I can do a compare between the version that was originally uploaded and the most recent Sharepoint version, so I can see the text changes, even though I won't be able to see who changed it.

Thanks everyone for your help and if you have any questions during review, feel free to contact me.

Claudia

https://usepa.sharepoint.com/sites/R8_Work/tribalFIPs/UOUintaBasinFIP